

## Gifts and Hospitality and Sponsorship Annual Report 2016/17

Governing Body meeting

Item 18k

25 May 2017

<b>Author(s)</b>	Carol Henderson, Committee Secretary / PA to Director of Finance Sue Laing, Corporate Services Risk and Governance Manager
<b>Sponsor Director</b>	Julia Newton, Director of Finance
<b>Purpose of Paper</b>	
<p>The Clinical Commissioning Group (CCG) has a statutory requirement to effectively manage all aspects of the receipt and refusal of hospitality, sponsorship and gifts by CCG staff, Governing Body members, committee members and individuals acting on behalf of the CCG. This Annual Report provides assurance that monitoring of the Gifts and Hospitality and Sponsorship Register is reviewed and managed in accordance with the Standards of Business Conduct and Conflicts of Interest Policy.</p>	
<b>Key Issues</b>	
<p>Casual gifts or offers of hospitality by contractors or others must not be in any way connected with the performance of duties so as to constitute an offence under the Bribery Act 2010.</p> <p>They must be defensible as being in the direct interest of the organisation, as being proportionate to that interest and within limits that are acceptable to the Governing Body.</p> <p>The Gifts and Hospitality and Sponsorship Annual Report is attached</p>	
<b>Is your report for Approval / Consideration / Noting</b>	
Noting	
<b>Recommendations / Action Required by Governing Body</b>	
The Governing Body is asked to note the Gifts and Hospitality and Sponsorship Annual Report 2016/17	
<b>Governing Body Assurance Framework</b>	
<p><b><i>Which of the CCG's objectives does this paper support?</i></b></p> <p>5. Organisational development to ensure CCG meets organisational health and capability requirement</p> <p>Principal Risk 5.4 Inadequate adherence to principles of good governance and legal framework leading to breach of regulations and consequent reputational or financial damage</p>	

<b>Are there any Resource Implications (including Financial, Staffing etc)?</b>
None
<b>Have you carried out an Equality Impact Assessment and is it attached?</b>
<i>Have you carried out an Equality Impact Assessment and is it attached?</i> No <i>If not, why not?</i> No specific issues associated with this report
<b><i>Have you involved patients, carers and the public in the preparation of the report?</i></b>
Not applicable

## **Gifts and Hospitality and Sponsorship Annual Report 2016/17**

### **Governing Body meeting**

**25 May 2017**

#### **1 Introduction / Background**

The Clinical Commissioning Group (CCG) has a statutory requirement to effectively manage all aspects of the receipt and refusal of hospitality, sponsorship and gifts by CCG staff, Governing Body members, committee members and individuals acting on behalf of the CCG. This Annual Report provides assurance that monitoring of the Gifts and Hospitality and Sponsorship Register is reviewed and managed in accordance with the Standards of Business Conduct and Conflicts of Interest Policy.

#### **2 2016/17 Annual Report**

##### **2.1 Acceptance of Gifts and Hospitality**

All decisions by NHS Sheffield CCG staff and Governing Body members, committee members and those individuals acting on behalf of the CCG with regard to the provision or acceptance of gifts and hospitality must be able to withstand both internal and external scrutiny.

Courtesy gifts and offers of hospitality must not be given or received in return for services provided or to obtain or retain business but should be handled openly and unconditionally as a gesture of esteem and goodwill only. Gifts and hospitality offered which are in any way connected with the performance of duties so as to constitute an offence under the Bribery Act 2010 should be declined.

##### **2.2 Sponsorship**

Section 6.4 of the CCG's Standards of Business Conduct and Conflicts of Interest Policy and Procedure states that "Projects valued in excess of £5,000 require prior approval by CCG Governing Body". There were no projects valued in excess of this amount during the period 1 April 2016 – 31 March 2017.

#### **3 Recommendation**

The Governing Body is asked to note the Gifts and Hospitality and Sponsorship Annual Report 2016/17.

Paper prepared by: Carol Henderson, Committee Secretary / PA to Director of Finance  
Sue Laing, Corporate Services Risk and Governance Manager

On behalf of: Julia Newton, Director of Finance  
May 2017

## GIFTS, HOSPITALITY AND SPONSORSHIP REGISTER 2016/17

Ref	Name	Position	Date of Offer	Declined or Accepted	Date of Receipt (if applicable)	Details of gift/ hospitality / sponsorship	Estimated Value	Supplier / Offerer Name and Nature of Business	Reason for Accepting or Declining
1	Michelle Oakes	Business Manager	26.10.16	Accepted	26.10.16	Attendance at awards ceremony including travel arrangements and accommodation	£209	Unison (Union)	Was invited to attend an awards ceremony to collect an award
2	Julia Newton	Director of Finance	18.11.16	Declined		Offer from the External Audit Lead for KPMG to attend the KPMG Christmas cocktail party / festive drinks on 6.12.16 at the KPMG office in Leeds	£30	KPMG LLP Ltd (Auditors)	NHS Sheffield CCG policies do not support the consumption of alcohol whilst at work. NHS Sheffield CCG has been tendering for an external audit contract for 2017/18+ and therefore a perceptual potential conflicts exists in accepting this offer
3	Jane Howcroft	Senior Commissioning Manager	20.12.16	Accepted	20.12.16	Gift of 9 small Panetonne cakes for members of the CCG's administration team and 12 small bath 'roses' for members of the admin team	£45	Holiday Inn Sheffield (Hotel) and Steel Events (Events Organiser)	The gifts had already been delivered and sending them back would have caused unnecessary offence and work

4	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs and practice managers on the afternoon of 28.6.16 to look at new models of care and hear about what other areas are being put in place to benefit patients and to sustain services in the longer term.	£400 (2 other companies provided funding, total amount of funding provided for this event was £1200) The income was paid into the Clinical Education budget which was being used to fund the overall event	Kyowa Kirin International plc (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run
5	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs and practice managers on the afternoon of 28.6.16 to look at new models of care and hear about what other areas are being put in place to benefit patients and to sustain services in the longer term.	400 (2 other companies provided funding, total amount of funding provided for this event was £1200) The income was paid into the Clinical Education budget which was being used to fund the overall event	Leo Pharma UK (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run

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7	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs and practice managers on the afternoon of 7.9.16 to look specifically at clinical learning emerging from the CCG's new approach to elective care (known as 'CASES') which is being piloted by a number of specialists. There will also be a brief update on acute kidney injury.	£400 (1 other company provided funding, total amount of funding provided for this event was £800) The income was paid into the Clinical Education budget which was being used to fund the overall event	GlaxoSmithKlineUK Ltd (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run

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9	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for Practice Nurses and HCAs on the afternoon of 7.9.16 to look at raising awareness of the scope of the 2016 flu vaccination programme, provide a clinical update on the management of anaphylaxis, and also increasing awareness of the current scope of, and changes to, the national vaccination programme, including practical aspects of delivery	£300 (1 other company provided funding, total amount of funding provided for this event was £600) The income was paid into the Clinical Education budget which was being used to fund the overall event	Napp Pharmaceuticals (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run

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11	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs and Practice Nurses on the afternoon of 11.10.16. This PLI will be dedicated to respiratory conditions.	400 (2 other companies provided funding, total amount of funding provided for this event was £1200) The income was paid into the Clinical Education budget which was being used to fund the overall event	Takeda (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run



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14	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs and Practice Nurses on the afternoon of 8.11.16. This PLI will cover a range of cancer topics.	£300 (3 other companies provided funding, total amount of funding provided for this event was £1500) The income was paid into the Clinical Education budget which was being used to fund the overall event	AstraZeneca (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run
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18	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for Practice Nurses and HCAs on the afternoon of 7.2.17. This PLI will cover a range of topics.	£300 (2 other companies provided funding, total amount of funding provided for this event was £900) The income was paid into the Clinical Education budget which was being used to fund the overall event	Pfizer Ltd (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run
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21	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs and Practice Nurses on the afternoon of 7.2.17. This PLI will be dedicated a great start in life for babies and families.	£400 (2 other companies provided funding, total amount of funding provided for this event was £1200) The income was paid into the Clinical Education budget which was being used to fund the overall event	GlaxoSmithKlineUK Ltd (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run

22	Lisa Shackleton	Locality Support Manger		Accepted		The arrangements concern covering costs associated with catering for city-wide evening training / educational events for GPs on 28 February 2017 at Sloan Medical Centre. The topic is gynaecology and the training will be in Pielle Sampling. The clinical content of the programme has been designed by GPs and STHFT involvement.	£200	Bayer plc (pharmaceutical sales and marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run
23	Tim Moorhead	CCG Chair		Accepted	4.11.16	Attendance at HSJ event on 23.11.16	£185	NHS Clinical Commissioners (NHSCC)	Board Member of the NHSCC and Chairs NHSCC Board meetings
24	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs on the afternoon of 7.2.17. The title of the event is 'A Great Start in Life for Babies and Families' and the aim is to improve maternal and child outcomes, eg tackling neonatal deaths, reducing rickets	£400 (2 other companies provided funding, total amount of funding provided for this event was £1200) The income was paid into the Clinical Education budget which was being used to fund the overall event	RB UK Commercial Ltd (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run

25	Tim Moorhead	CCG Chair		Accepted		Visit to John Hopkins, Baltimore, USA on 30.11.16 - 2.12.16, included flights and hotel accommodation (arranged through STHFT)	£2443 total	GE Healthcare Finnamore (arranged through STHFT)	To view and compare their Test Bed system with what we are doing in Sheffield
26	Andrea Higgs	Primary Care Development Nurse	16.2.17	Accepted	16.2.17	Attending a COPD Diploma from 16.2.17 to 31.7.17	£4 for lunch on four occasions	Napp Pharmaceuticals (Pharmaceutical Sales and Marketing)	Part of my development
27	Jane Howcroft	Senior Commissioning Manager		Accepted		To cover the costs associated with the venue and catering for a city-wide half day training event for GPs on the afternoon of 7.2.17. The title of the event is 'A Great Start in Life for Babies and Families' and the aim is to improve maternal and child outcomes, eg tackling neonatal deaths, reducing rickets	£400 (2 other companies provided funding, total amount of funding provided for this event was £1200) The income was paid into the Clinical Education budget which was being used to fund the overall event	Bayer plc (Pharmaceutical Sales and Marketing)	The CCG is allowed to receive financial sponsorship from the pharmaceutical industry to support CCG run clinical educational events, as long as both parties work within the regulatory framework, including the Association of the British Pharmaceutical Industry (ABPI) code. The funding received from our pharmaceutical sponsors augments the CCG's budget to about 6-7% of total spend on such events, enabling an additional large event to be run
28	Maddy Ruff	Accountable Officer	17.2.17	Accepted	17.2.17	To attend dinner with Dr Marc Berg, LPMG Lead for value-based telecare, on 14.3.17	£50	KPMG LLP Ltd (Auditors)	To discuss lessons from New York on new models of care
29	Maddy Ruff	Accountable Officer	21/10.16	Accepted	21.10.16	Invitation to House of Lords Senior Women's lunch on 21.3.17	£50 maximum	Clive Lewis, Globis Mediation Group	Networking opportunity with senior women's leaders
30	Tim Moorhead	CCG Chair	17.2.17	Accepted	17.2.17	To attend dinner with Dr Marc Berg, LPMG Lead for value-based telecare, on 14.3.17	£50	KPMG LLP Ltd (Auditors)	To discuss lessons from New York on new models of care